

**Scientific and Technical Writing
NIH – TASK ORDER**

TASK ORDER RFTOP #206

PART I – INITIATOR’S REQUEST

A. **INITIATOR:** Margaret E. Holmes, PhD

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Address: 6116 Executive Blvd, Suite 505
Rockville, MD 20892

Agency-Billing Address: Accounts Payable, OFM, NIH
Bldg. 31, Room B1B39
Bethesda, MD 20892-2045

B. **PROPOSED PERIOD OF PERFORMANCE:**

August 15, 2004 – August 14, 2005

C. **TASK DESCRIPTION:**

Provide transcriptions services, scientific and technical report writing, and development of graphic illustrations in support of a comprehensive review and restructuring of clinical trials at the NCI. Transcriptions of taped discussions, summary reports, and when appropriate, graphic illustrations are to be prepared for each meeting. The taped sessions will be supplied to the contractor. The report writing requires understanding, and the ability to develop the concepts articulated by the clinical trials working group (CTWG) and sub-committees. Experience in a clinical setting is an a plus. Work will be accomplished at the contractor’s site; information will be exchanged between the contractor personnel assigned to this project and NCI staff by email, land mail, and telephone. On occasion, the contractor will visit the NCI offices at 6116 Executive Blvd to discuss the project.

D. **RESPONSE DUE DATE: 8/09/04**

E. **STATEMENT OF WORK**

1. Objectives

The contractor will provide Office of Grant Program Coordination, NCI with professional scientific and technical report writing services, transcription services, and graphic design and illustration services to develop and support novel modeling and redesign of the national clinical trials process for the NCI.

2. Approach

The contractor will transcribe the taped sessions of the CTWG meetings, prepare summary reports from the transcriptions, and develop graphic illustrations of the concepts and ideas emerging from the discussions of the CTWG. The task will require report-writing based on discussions of the Clinical Trials Working Group at various forums including conference calls, internal meetings with the tri-leadership of the CTWG, and face to face meetings with the CTWG and its subcommittees. These discussions are recorded on cassette tape by NCI staff; the tapes will be provided to the contractor. The contractor will make a duplicate tape for back-up purposes. The contractor will transcribe the tape, prepare summary reports of the meeting, and develop graphic illustrations for approval by the Office of Grant Program Coordination .

.Personnel, evaluation and schedule

Personnel

The contractor has expertise in scientific and technical writing, and has experience in a clinical setting or operations. Personnel provided under the contract will comply with the rules and policies of the NCI and its staff.

Evaluation

The contractor will be evaluated for quality of products and timeliness in delivery of reports and graphics.

Schedule

The contractor will assign individuals to transcription, report writing, and graphics development projects as needed. The time required collectively by personnel assigned is estimated at 30 hours per week. Occasional travel to 6116 Executive Boulevard will be required to confer with the staff of the Office of Grant Program Coordination.

Reporting Requirements

The contractor shall provide professional services for the Office of Grant Program Coordination, NCI during the period of August 15, 2004 to August 14, 2005.